



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

**E-VERIFY
PROGRAM
EMPLOYER**

Deborah A. Gist
Commissioner

VACANCY NOTICE

JANUARY 4, 2010

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF ACCOUNTABILITY AND QUALITY ASSURANCE
OFFICE OF DATA AND ANALYSIS**

***KNOWLEDGE OFFICER**

\$78,810 - \$111,739

APPLICATION PERIOD:

All resumes must be received by
JANUARY 22, 2010
or until position is filled.

APPLICATION REQUIREMENTS:

Send cover letter, resume and two
current letters of reference to:

Deborah A. Gist
Commissioner
255 Westminster St.
Providence, RI 02903

Cover letter and resume may be emailed to
Deborah.Gist@ride.ri.gov

Signed letters of reference should be mailed.

PLEASE NOTE:

Candidates selected for interview will be
required to submit official transcripts.

**DUTIES AND
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN
BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE
JOB.

* SUBJECT TO FTE AND FUND AVAILABILITY
(Position is part of the Board of Regents)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 Fax (401)222-6178 TTY 800-745-5555 Voice 800-745-6575
www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, color, sex,
sexual orientation, race, religion, national origin, or disability

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

NON-CLASSIFIED JOB DESCRIPTION

TITLE: KNOWLEDGE OFFICER

ORGANIZATIONAL CENTER: This position is located in the Division of Accountability and Quality Assurance, Office of Data and Analysis. The position reports to the Deputy Commissioner.

GENERAL STATEMENT OF DUTIES: The incumbent will work with staff members within the Rhode Island Department of Department of Education (RIDE) to ensure that the use of data is ingrained into the Department's culture, work, and service to school districts across the state. The incumbent will work with program and technical staff across the organization to ensure that RIDE data and reports are consistent, timely, accurate, reliable, understandable, and usable.

LEADERSHIP, MANAGEMENT, AND PARTNERSHIPS: The functions of leadership, management and collaboration are to be integrated so as to achieve both product and process objectives. Teamwork and mutually supportive methods are ascribed as successful outcomes and are necessary for providing high quality service and achieving high standards of performance. Work must be conducted in ways that include and involve those who have a stake in the outcome and must ensure that issues related to equity and special needs are addressed in a comprehensive fashion. Works with staff regarding reporting and using data and information. Supports schools and districts regarding using data and information and, as the RIDE senior data steward; the Knowledge Officer chairs the RIDE Data Governance Board. The RIDE Data Governance Board is charged with managing the accuracy and consistency of all RIDE data. Must work in collaboration with other team members to support the Department's strategic plan's priorities of "Ensuring Educator Excellence", "Accelerating All Schools Toward Greatness", "Establishing World-Class Standards and Assessments", and "Developing User Friendly Data Systems".

SUPERVISION RECEIVED: Works under the supervision of the Deputy Commissioner with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Supervises work teams in collaboration with senior management; works in collaboration with others with wide latitude for the exercise of independent judgment to achieve results; may be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Works with program office staff to help them master the technology, processes, and skills needed to make data driven decisions.

Works with information technology staff to help them better understand the work of RIDE programs so their technology services are more centered on RIDE's mission to service Rhode Island students.

Works with Local Education Agencies to help them take advantage of data at RIDE that can help them perform better.

Coordinates data-system documentation (including the creation of an enterprise data dictionary), data-quality assurance, research, and analysis needed for state and federal reporting.

Analyzes and summarizes RIDE data to enable the timely completion of state and federal reports, including the NCLB report cards and reports required by Rhode Island General Laws.

Works closely with the Office of Network and Information Systems (ONIS) and the Communications Officer on the production, design, publication (online and in print), and dissemination of the annual State Report Card and other clear, timely and accurate reports.

Works with districts, schools, and other stakeholders to ensure effective and accurate use of data and information.

As Chair of the Data Governance Board, works in partnership to develop and implement protocols and procedures to guide RIDE responses to data requests from the media, the public, the education community, researchers, and government agencies.

Develops policies on data privacy and data security.

Provides policy advice to the Deputy Commissioner and Directors based on analysis of RIDE data and information.

Works with the Communications Officer to proactively disseminate RIDE data and information to the media, publishers, and researchers so as to support the implementation of RIDE initiatives and Board of Regents' priorities.

Provides professional development to RIDE staff members regarding using data and information.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Understanding of the work of state education agencies and/or local education agencies at the executive level.

Understanding of the work of a classroom teacher.

Extensive knowledge of the principles and methods used in data collection and analysis.

Ability to plan studies, collect and analyze data, and develop online and published reports.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with supervisor, coworkers, staff in other state and federal agencies, and other stakeholders.

Ability to lead a work group that meets regularly to achieve agreed-upon goals and objectives.

Skilled in managing several large projects simultaneously.

Knowledge of SPSS, SAS, and other statistical software programs and survey-development software.

Knowledge of data-documentation process.

Knowledge of the state assessment and accountability system.

Familiarity with state and federal reporting requirements, including NCLB, EDEN, IDEA, and reporting requirements in R.I. General Laws.

EDUCATION: Master's degree in education, public administration, business administration, statistics, computer sciences, or related field.

EXPERIENCE: Five years of responsible experience in data collection, use, and management, preferably in the education field

Must have own transportation and be available evenings and occasionally on weekends.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: December 2009